

TAB

PERSONNEL DIRECTOR MEMORANDUM NO. 71-53

SUBJECT: Responsibility for Agency Bulletin Boards

*Service Branch, RSD*

1. Effective immediately, ~~Personnel Relations Branches~~ will assume active responsibility for review and approval of all materials displayed on Agency bulletin boards, including monthly inspection of the boards and removal of unapproved and/or outdated material. In order to assure prompt removal of outdated material, [REDACTED] will assign a "removal date" to each item approved for posting.

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2. This responsibility will be divided between the Personnel Relations Branches as follows:

- a. PRB, PD(C) will be responsible for bulletin boards located in the following buildings:

25X1A6a

I, J, K, L, [REDACTED], R&S, and Quarters Eye.

- b. PRB, PD(O) will be responsible for bulletin boards located in the following buildings:

25X1A

[REDACTED] M, Q, 11, 13, 14, North, South, Administration, and 2210 E Street.

- c. In cooperation with appropriate Administrative Officers, PRB, PD(O) will designate special employee custodians

25X1A6a

3. In exercising this responsibility [REDACTED] will insure strict compliance with applicable security regulations. In any case to which existing security policy does not appear applicable, the office of Inspection and Security will be consulted by PRB prior to approval.

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*the regulations*

*Security Control Staff,*

GEORGE E. MELOON

25X1A9a

NOTICE

All material posted on this bulletin board is subject to prior review and approval by the ~~Personnel Relations Branch~~, 1126 Eye Building. *Services Branch, ASD*

*A notice of this type would be posted on all bulletin boards.*